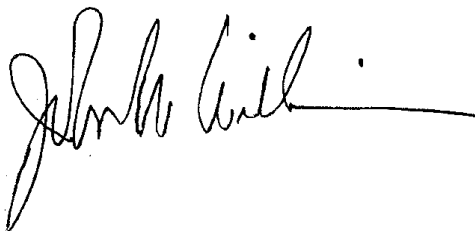


UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

Notice PM-2149**For:** All FFAS Offices**Pay Period 25 Annual Leave Accruals****Approved by:** Acting Deputy Administrator, Management**1 Overview****A****Purpose**

This notice provides information on pay period 25 annual leave accruals.

B**Contact**

If there are questions about this notice, contact the appropriate office according to the following table.

| Location | Contact |
|--|--|
| County Offices using PC-TARE | State Office |
| State Offices and APFO | Carolyn Layden at 816-926-6709 or Myrna Highlander at 816-926-6184, Personnel Division, KCMO |
| National Office and RMA Field Offices | Linda Watkins at 202-418-9038 Kim Jones at 202-418-9019, FFAS, FSA, HRD |

Disposal Date

February 1, 2000

Distribution

All FAS, RMA, and FSA Offices; State Offices
relay to County Offices

2 Annual Leave Accrual in Pay Period 25

A

Full-Time Employees in Leave Category 6

Full-time employees in leave category 6:

- will accrue 10 hours of annual leave in pay period 25, 1999
 - who reach an 80-hour increment of nonpay status during pay period 25, 1999, will not accrue either the normal 6 hours of annual leave or the additional 4 hours of annual leave that is earned by leave category 6 employees in pay status.
-

B

Other Employees

Accruals for part-time employees in leave category 6, and for all employees in leave categories 4 and 8, will be calculated in the usual manner in pay period 25.

3 Preparing T&A's Using PC-TARE

A

Action for Full-Time Employees in Nonpay Status

For each full-time employee in leave category 6, who is in nonpay status for all of pay period 25, 1999, or who reaches a multiple of 80 hours of non-pay leave in pay period 25, users of the PC-TARE system shall do the following:

- for pay period 25 T&A processing, change the "Annual Leave Category" field to "0" (zero) in the applicable employee's master record in the PC-TARE system
- for pay period 26 T&A processing, change the "Annual Leave Category" field back to "6" in the applicable employee's master record in the PC-TARE system.

If there are questions, contact the appropriate office according to subparagraph 1 B.

Continued on the next page

3 Preparing T&A's Using PC-TARE (Continued)

B

Actions for All Other Employees

Users of the PC-TARE T&A system shall:

- prepare T&A's as usual for all other employees in pay period 25
- when the message, "**Is This The Last Full Pay Period of the Calendar Year (Y/N)**", is displayed for pay period 25, 1999, ENTER "Y".

Note: The PC-TARE T&A system will then calculate the accrual of 10 hours annual leave for each full-time employee in leave category 6 who does not reach an 80-hour increment of nonpay status during pay period 25.

C

Reminder for Pay Period 26

In pay period 26, PC-TARE will again display the message, "Is This The Last Full Pay Period of the Calendar Year (Y/N)". Enter "N" when this message is displayed in pay period 26.

Caution: If the user does not ENTER "N" in pay period 26, the PC-TARE T&A system will calculate another 10-hour annual leave accrual for pay period 26.

4 Preparing T&A's Using FAS's DEC T&A System

A

Action

No action is necessary on the part of the timekeeper.
